

## **USCENTCOM IN-PROCESSING – NEED TO KNOW**

**HOURS OF OPERATION:** Monday – Friday 0730 – 1630 (closed 1145 – 1300 daily for lunch and all holidays/family days)

**LOCATION:** Bldg. 571, Room 114 (IPC)

**CONTACT NUMBER:** (813) 529–0537/0538/0540/0541 (DSN is also “529-”)

### **REQUIRED ITEMS:**

- All individuals (military and civilians) **must have a sponsor with them** in order to in-process
- All military members must **be in uniform** and have at least one copy of their orders
  - \*\*Army personnel** will need a leave form and two copies of their orders
- All civilian personnel will need a current CAC

**NOTE:** **\*\* No one is available outside of normal business hours for inprocessing or signing leave forms.** All personnel will in-process with the In-Processing Center (IPC) prior to stopping at the SSO Office for their Security Badge\*\*

For more information contact the NCOIC, Inprocessing Center at 813-529-0536/0538.